ROAD VACATION PROCEDURES CHECKLIST

☐ 1. We receive request/petition form from public party.

☐ 2. We setup file folder (perform Proper ownership research, maps, and check petition letter for requirements, etc…).

☐ 3. We check legal description for accuracy via Assesor's Tax Legal Description.

☐ 4. We request fee of $125.00 for administrative fees.

☐ 5. We receive check fee of $125.00.

☐ 6. We prepare information packet including: 1) The petition letter, 2) A legal description of vacation, and 3) Maps depicting ownership along frontage of road.

☐ 7. We send information packet along with a letter requesting review to the Prosecuting Attorney.

☐ 8. Once the Prosecuting Attorney responds with a positive review letter, we deposit check.

☐ 9. We prepare the Legal Documents: 1) **INTENTION TO VACATE AND NOTICE OF HEARING, 2) AFFIDAVIT OF POSTING NOTICES, AND 3) ORDER GRANTING VACATION.**

☐ 10. Give **INTENTION TO VACATE AND NOTICE OF HEARING** document to the County Engineer. It will then be presented to the Board of Commissioners at the next available meeting.

☐ 11. The County Engineer will prepare the **Engineer's Report.**

☐ 12. The Commissioners will sign the **INTENT TO VACATE** at the next meeting.

☐ 13. We set up a hearing date with the Commissioners' clerk.

☐ 14. Once the **INTENT TO VACATE AND NOTICE OF HEARING** is signed, it must be published in the local newspapers 20 days before the hearing date.

☐ 15. Once the notice has been posted on site, the person who posted the notice must sign the **AFFIDAVIT OF POSTING NOTICES** and have it notarized.

☐ 16. When the hearing is held, the County Engineer will present the **Engineer's Report** and the Commissioners vote to grant or deny the vacation.

☐ 17. If the Commissioners grant the vacation, they will sign the **ORDER GRANTING VACATION.** Then the Commissioners office will record the **ORDER GRANTING VACTION** with the County Auditors office.

☐ 18. Once a certified copy of the recorded document is received, the road log system needs to be updated to reflect the vacation.

☐ 19. We then pick up posting notices on site.

☐ 20. We file a copy of the **ORDER GRANTING VACATION** in the Commissioners' resolutions file.

☐ 21. Finally, we place the vacation file in the vacations file cabinet and update the Vacation spreadsheet in the Company Folder/